

AFZF-RM-ACAD (420-47)

DEPARTMENT OF THE ARMY  
HEADQUARTERS III CORPS AND FORT HOOD  
FORT HOOD, TEXAS 76544

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Acquiring Recycle Funding for Projects (ARFP)--Memorandum of Instruction (MOI)

1. Purpose. To provide instructions for the disposition of recycle net proceeds, project eligibility, and a recycle funding request format.
2. Scope. Information applies to every III Corps and Fort Hood organization.
3. References. These reference materials provide detailed guidance for the disposition of recycle proceeds:
  - a. 10 USC 2577, [reference (t)].
  - b. DOD Instruction Pamphlet No. 4715.4, dated 18 June 1996.
  - c. AR 420-47.
  - d. FORSCOM Recycle Financial Information Memorandum, dated 18 August 1995.
4. Expenditures. Regulatory guidance requires net revenue from recycle sales expended on pollution abatement projects, energy conservation projects, occupational safety and health activities, and Morale, Welfare and Recreation (MWR) approved accounts. Regulatory guidance does not define charitable or private organizations and Family Support Groups as MWR approved accounts. The Program Manager, 287-2336 or ACofS, RM, Accounting and Cost Analysis Division, 287-8226 can answer questions concerning qualifying a project.
5. Application Procedure. The attached recycle-funding request is self-explanatory. Answer all questions, sign the request, and include a telephone number. Incomplete forms will not be processed. Projects for large amounts (\$5K and higher) are normally considered as part of the budget process each October. The Recycle Boars approves small requests, under \$5K, throughout the year (if funding is available). Turn in the original request and two copies to ACofS, RM, Accounting and Cost Analysis Division, Bldg 1001, Room C240.

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6. Administrative and Legal Procedures. If the request meets requirements, the project officer can expect to attend a recycle board within 60 days to answer questions or provide additional project information. If board members raise legal questions concerning the type of project, eligibility of recipient, or paperwork irregularities, no action will be taken until all questions are answered.

7. Conclusion. If the recycle board approves the project, disbursement of funds follows as quickly as funds allow. However, disbursements may vary if your program or project is approved more than 60 days in advance or if disbursement is based on usage or percentage of completion method. Projects approved by the board are totally dependent on everyone working to promote and expand the recycle program. GET INVOLVED AND RECYCLE.!

8. Point of contact is Peggy Grandsinger, 287-8226 or Kay F. Pennington, 287-8231.

FOR THE COMMANDER:

Encl

/S/  
DANIEL R. ZANINI  
Brigadier General, USA  
Chief of Staff

DISTRIBUTION:  
IAW FH Form 1853; A

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FORT HOOD RECYCLE  
PROGRAM  
FUNDING REQUEST

DATE \_\_\_\_\_

FROM: \_\_\_\_\_

FUNDING SOLICITED: \$ \_\_\_\_\_ PROJECT DESCRIPTION \_\_\_\_\_

\_\_\_\_\_  
FUNDING SOLICITED FROM OTHER SOURCES AND AMOUNT \_\_\_\_\_

\_\_\_\_\_  
HAS YOUR UNIT RECEIVE RECYCLE FUNDS IN PRIOR YEARS? YES/NO \_\_\_\_\_  
IF ANSWER IS YES, STATE AMOUNT AND DESCRIBE THE PROJECT \_\_\_\_\_

\_\_\_\_\_  
DATE PROJECT TO START \_\_\_\_\_

DOES YOUR UNIT OR GROUP PARTICIPATE IN THE QUARTERLY RECYCLE BUY BACK PROGRAM?  
(YES/NO) \_\_\_\_\_

LIST AMOUNT EARNED FROM INCENTIVE PROGRAM IN THE LAST 12 MONTHS  
\$ \_\_\_\_\_

FROM: \_\_\_\_\_  
(SIGNATURE BLOCK - FIRST IN-LINE 06)

UNIT \_\_\_\_\_

**RETURN TO: ACoFS, Resource Management**  
**ATTN: Peggy Grandsinger**  
**Building 1001, Room C240**  
**or forward by e-mail to**  
**Peggy Grandsinger**